

<b>COMMITTEES OF COUNCIL POLICY</b>	
<b>Effective Date</b> 2023.11.21	<b>Approved by Council</b> 2023.11.20

## **1.0 Purpose**

To ensure that all Committees of Council adhere to a common standard of operation.

This policy outlines standard general functions for all Committees of Council to ensure sufficient and appropriate personnel to fulfil committee mandate, and to ensure clear and consistent processes.

Individual Committees of Council will also have policies and procedures that outline specific mandate(s), goals or objectives, and other governmental requirements.

## **2.0 Committees of Council**

**2.1** The following Committees of Council must adhere to the procedure laid out below:

- 2.1.1** Accessibility Advisory Committee
- 2.1.2** Audit Committee
- 2.1.3** Community Centre and Fire Hall Committee
- 2.1.4** Planning Advisory Committee
- 2.1.5** Source Water Protection Advisory Committee
- 2.1.6** Any other committee, panel, or board struck by council

**2.2** All committees report to Council.

## **3.0 Terms of Reference**

**3.1** Every Committee of Council shall have a committee-specific policy that defines its Terms of Reference and must include:

- 3.1.1** Purpose/Mandate
- 3.1.2** Composition
  - Total number of committee members
  - Quorum
  - Requirements/expertise of committee members
- 3.1.3** Frequency of Meetings
- 3.1.4** Other duties, responsibilities, regulations, or requirements as necessary

#### **4.0 Notice of Meetings**

- 4.1** A notice of a meeting shall be posted on the Town's website for each meeting at least one week before the meeting date.
- 4.2** Where a committee has regularly scheduled meetings, a single notice stating the scheduled dates may be posted.
- 4.3** If a meeting is changed a special notice shall be posted stating the new date. Such a notice shall be posted a week in advance where possible.
- 4.4** Notice of Emergency meetings shall be posted as soon as the date is set.
- 4.5** All committee meetings shall be open to the public.

#### **5.0 Agendas and Minutes**

- 5.1** The agenda for any meeting of a Committee of Council shall be posted on the Town's website and circulated to Committee Members as soon as it is finalized.
- 5.2** The draft minutes of any meeting will be circulated to Committee Members at the same time as the agenda for the next meeting.
- 5.3** Approved minutes will be posted to the Town's website as soon as possible after approval.
- 5.4** All Committees of Council must maintain minutes of Council.

#### **6.0 In-Camera Sessions**

- 6.1** In camera discussions may only be held for the following topics:
  - 6.1.1** Acquisition, sale, or lease of municipal property
  - 6.1.2** Minimum price to accept at tax sales
  - 6.1.3** Personnel matter
  - 6.1.4** Labour relations
  - 6.1.5** Contract negotiations
  - 6.1.6** Litigation
  - 6.1.7** Legal advice
  - 6.1.8** Public security
- 6.2** To encourage attendance during regular, public sections of meetings, Committees of Council should hold in-camera items until the end of the meeting.
- 6.3** The minutes shall reflect the time an in-camera session began and concluded and under which of the eight possible topics the discussion fell.

## **7.0 Vacancy and Membership Application Process**

- 7.1** All vacant committee positions will be advertised on the Town’s website and social media and will include description of committee, its purpose, membership term, and directions to apply.
- 7.2** Applications are to include a resume and/or a detailed letter describing how the applicant’s experience and education are relevant to the committee’s purpose. Where an applicant does not have significant experience and/or education, they should clearly demonstrate a willingness to learn and an interest in the committee’s subject matter.
- 7.3** Applications are to be submitted to Chief Administrative Officer or a designated staff person. The Chief Administrative Officer will discuss the application with the Committee Chair before making a recommendation to Council for appointment.

## **8.0 Chair and Vice Chair**

### **8.1 Election**

- 8.1.1** Annually, at the first meeting of the calendar year, every committee shall elect a Chair and Vice Chair.

### **8.2 Role of Chair**

- 8.2.1** Lead the meeting
- 8.2.2** Getting through the agenda in the allotted time
- 8.2.3** Involve everyone
- 8.2.4** Reach decisions
- 8.2.5** Ensure committee members follow the Code of Ethics
- 8.2.6** Maintain civility and order within the meeting which may include:
- Conflict resolution between members
  - Removal of member from a meeting
  - Recommendation to remove member from committee

### **8.3 Role of Vice Chair**

- 8.3.1** Assume all the above duties of Chair when the Chair is absent

## **9.0 Term of Membership**

- 9.1** The standard term of membership for any Committee of Council is one year unless other legislative regulations apply.
- 9.2** Maximum length of membership
- 9.2.1** The standard maximum length of membership is five consecutive years.

**9.2.2** Members may reapply to join the same committee after a two-year period of no involvement in that committee. The maximum length of membership would again be five consecutive years.

**9.3** Each committee can opt for all member term lengths to be the same, or a mix of term lengths to encourage diversity as well as consistency in transition/succession planning.

**9.4** Committee members shall be appointed by Council.

**9.5** Committee members will serve without pay.

**9.6** Termination of membership

**9.6.1** Members may terminate their membership at any time by submitting written notice to the committee Chair and/or Chief Administrative Officer.

**9.6.2** Committees may terminate a member's membership by majority vote upon:

- The member's absence from three consecutive meetings without valid notice
- The member's inability to adhere to the Code of Ethics
- After applying remedial measures, the member still does not contribute to or participate in committee activities or decisions.

**9.6.3** If a Committee terminates a member's membership, notification must be sent to the Chief Administrative Officer and Council.

## **10.0 Code of Ethics**

### **10.1 General**

**10.1.1** The Town believes that the proper operation of municipal government requires that committee members:

- be independent of any external influences or pressures
- be impartial and responsible to the citizens of the Town
- should not use their position for personal advantage

**10.1.2** No committee member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

**10.1.3** All committee members must abide by the Code of Ethics section of this policy and sign an accompanying declaration form.

**10.2** It is the responsibility of all committee members to:

- 10.2.1** Uphold and carry out the policies and bylaws of the Town, as well as applicable Federal and Provincial laws, to foster and enhance respect for government.
- 10.2.2** Promote a high standard of morality and to discharge faithfully the duties as a committee member, regardless of personal considerations and interests.
- 10.2.3** Be loyal to the objectives expressed by the citizens and the programs developed to attain those objectives.
- 10.2.4** Adhere to the terms of reference and responsibilities established as the standard for their positions.
- 10.2.5** Never exceed their authority, breach the law, or ask others to do so.
- 10.2.6** Work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

### **10.3** Conflict of Interest

**10.3.1** No committee member shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgment or action in the performance of their duties as a committee member. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationships or close business or political association.

**10.3.2** Specific conflicts of interest are listed below for the guidance of committee members.

- **Incompatible Employment:** No committee member shall engage in or accept private employment or render service for private interests when such employment of service is incompatible with or would tend to impair their independence of judgment of action in, the performance of their duties as a committee member.
- **Disclosure of Confidential Information:** No committee member shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Town, nor shall they use such information to advance the financial or other private interest of themselves or others.

### **11.0** Decision Making

**11.1** Decisions will be made by a majority vote of the members present providing quorum has been met.

**12.0 Repeal**

**12.1** A Policy known as A.3.6 Committees & Panels – Notice and Procedures dated April 6, 1999, is hereby repealed.

I, Ashley Crocker, **Chief Administrative Officer of the Town of Middleton**, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 20<sup>th</sup> day of November 2023.

*Ashley Crocker*  
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Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	November 6, 2023
Date of Approval	November 20, 2023





# 3.6 - Committees of Council Draft 2023

Final Audit Report

2023-11-21

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